

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: 5/18/05

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

STAFF CONTACT PERSON: Peter Horton

AGENDA ITEM WORDING: Approval of Purchase Service Order with URS to provide an Environmental Assessment for the Terminal Project at the Key West International Airport.

ITEM BACKGROUND: The Federal Aviation Administration is requiring an Environmental Assessment for the Terminal Project. FAA will fund 95% of the EA, the Florida Department of Transportation and Passenger Facility Charge Revenue will fund 2.5% each.

PREVIOUS RELEVANT BOCC ACTION: Approval to submit Passenger Facility Charge Applications # 7, February 19, 2003, # 8, October 15, 2003, # 9, August 18, 2004, and # 10, April 20, 2005.

CONTRACT/AGREEMENT CHANGES: New PSO

STAFF RECOMMENDATION: Approval

TOTAL COST: \$31,665.00

BUDGETED: Yes

COST TO AIRPORT: None

SOURCE OF FUNDS: FAA, FDOT, PFC Revenue

COST TO PFC: \$791.62

COST TO COUNTY: None

REVENUE PRODUCING: No

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney X

OMB/Purchasing N/A

Risk Management N/A

AIRPORT DIRECTOR APPROVAL _____



Peter J. Horton

DOCUMENTATION: Included X

Not Required

AGENDA ITEM # _____

DISPOSITION: _____

CONTRACT SUMMARY

Contract #

Contract with: URS

Effective Date: Execution
Expiration Date: 365 days

Contract Purpose/Description: Provide an Environmental Assessment for the new Terminal at the Key West International Airport

Contract Manager: Bevette Moore
(name)

5195
(Ext.)

Airports - Stop # 5
(Department/ Stop)

for BOCC meeting on: 5/18/05

Agenda Deadline: 5/3/05

CONTRACT COSTS

Total Dollar Value of Contract: 31,665.00

Current Year Portion: ~ 15,000.00

Budgeted? Yes

Account Codes: 404-63096-560620-GAKA93

Grant: Yes – FAA & FDOT

County Match: PFC Revenue

ADDITIONAL COSTS

Estimated Ongoing Costs: n/a
(not included in dollar value above)

For: .
(eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed Yes No	Reviewer	Date Out
Airports Director	<u>4/29/05</u>	() (x)	<u>PJH</u> Peter Horton	<u>4/29/05</u>
Risk Management	<u> / / </u>	() ()	<u>N/A - Per OMB</u> for Risk Management	<u> / / </u>
O.M.B./Purchasing	<u> / / </u>	() ()	<u>N/A - Per OMB</u> for OMB	<u> / / </u>
County Attorney	<u>4/26/05</u>	() (x)	<u>[Signature]</u> County Attorney	<u>4/27/05</u>
Comments:				

PURCHASE / SERVICE ORDER

FOR

MONROE COUNTY

To: URS

Purchase Service Order No. 04/05-14

Re: PSA Agreement, Dated 1-1-02

Resolution No. _____

Project Name: Environmental Assessment for Proposed Terminal - EYW

Description of Services:

(See attached Scope of Services)

Multiple of Direct Salaries _____

Lump Sum X

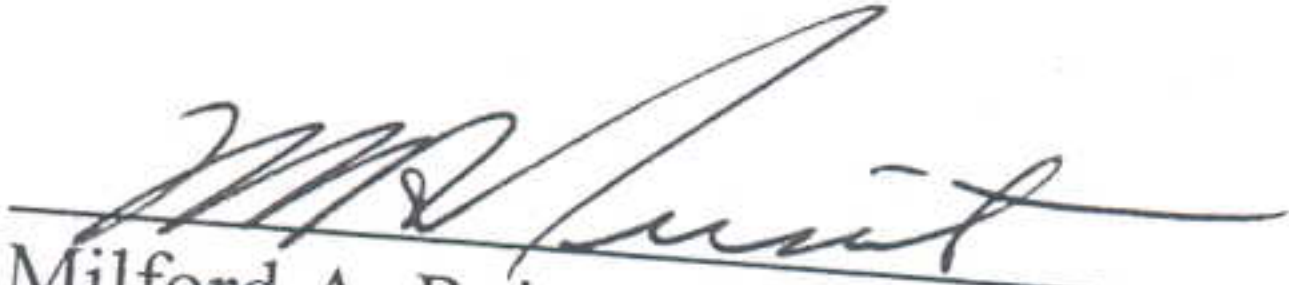
Reimbursable Expense _____

Days to Complete 365

Fee this Service Order \$ 31,665.00

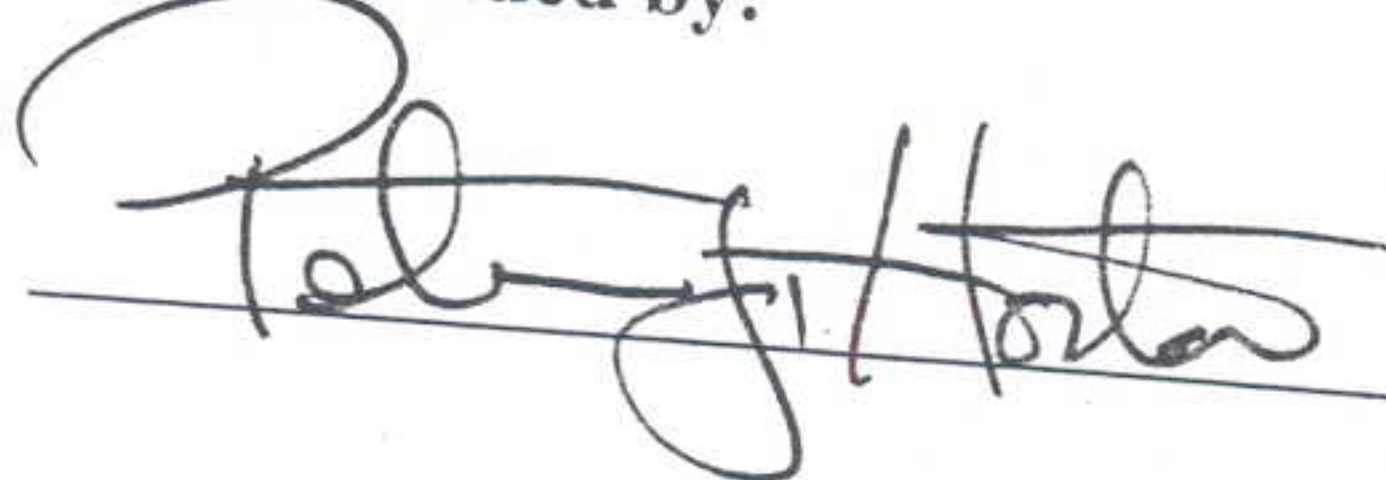
Payment for Services shall be in their entirety as per PSO.

Prepared by:


Milford A. Reisert

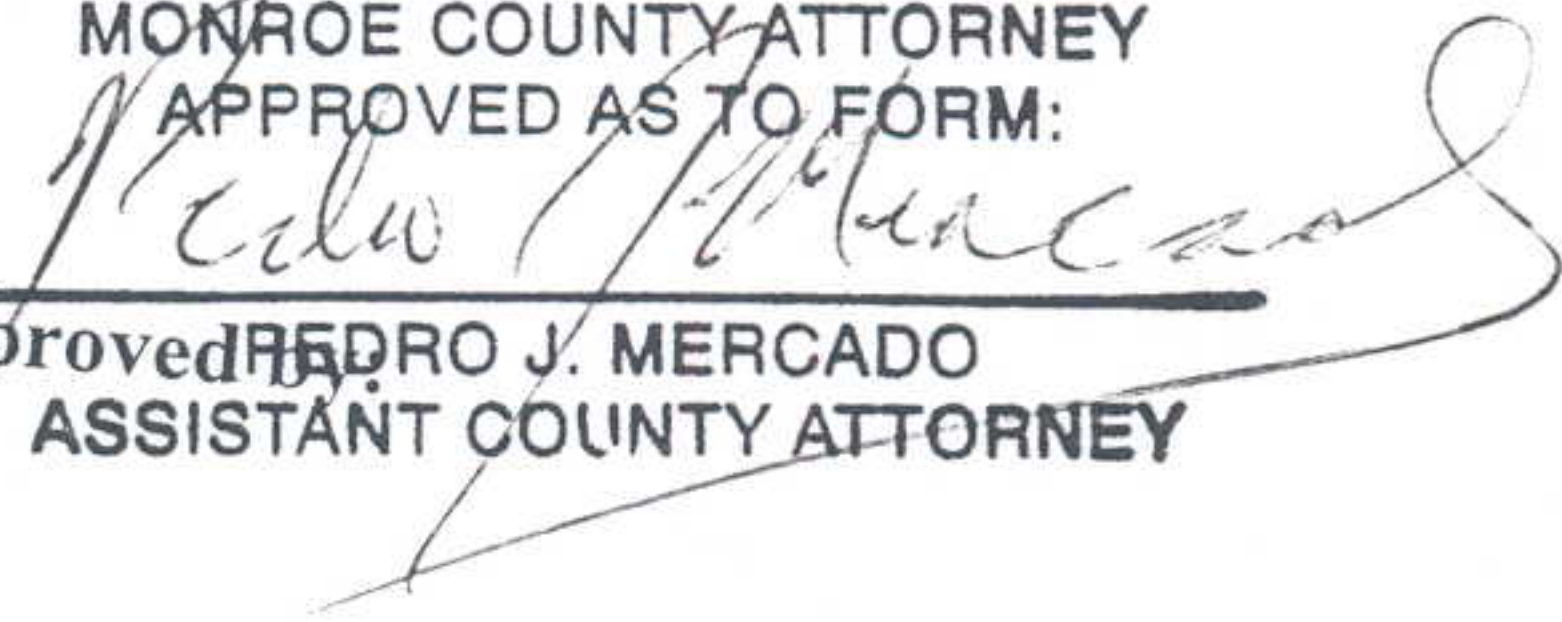
Date: 4-25-05

Recommended by:



Date: 4-26-05

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM:


Approved **PEDRO J. MERCADO**
ASSISTANT COUNTY ATTORNEY

Accepted by:


Carlos Garcia

Date: 4-25-05

Date: _____

SCOPE OF SERVICES

ENVIRONMENTAL ASSESSMENT AND SECTION 4(f) EVALUATION

FOR THE

TERMINAL DEVELOPMENT

AT

KEY WEST INTERNATIONAL AIRPORT

URS CORPORATION

The Monroe County Board of County Commissioners (BOCC) has proposed passenger terminal improvements at the Key West International Airport (EYW) which require environmental analysis, coordination and documentation which conform with the provisions of the *National Environmental Policy Act* of 1966 (NEPA) and the Federal Aviation Administration (FAA) *Airport Environmental Handbook*, Order 5050.4A. This environmental analysis will be accomplished in the form of an Environmental Assessment (EA), utilizing the Environmental Evaluation Form "C" (Short Environmental Assessment) for Airport Development Projects.

The Proposed Project, which will be subject to the analysis of purpose and need, alternatives and environmental consequences, consists of the following:

- Construction of a new passenger terminal with an elevated walkway to the existing terminal building; a two-level parking structure; and various access and site improvements.

Assumptions and Approach

This approach is based on previous planning efforts by BOCC and URS regarding the proposed passenger terminal facility. A summary of key assumptions and issues are listed below:

- **Increased Terminal Capacity** – Although additional passenger terminal capacity (in regard to available space) would be provided, the Proposed Project **is not** anticipated to affect airport activity, number of passengers, or the number of aircraft operations during the EA study period when compared to the No-Action Alternative.
- **EA Format** – The Environmental Evaluation Form "C" (Short-Form Environmental Assessment) for Airport Development Projects format will be used for the EA. It is assumed that a concise, abbreviated, and streamlined document will be prepared in this format. The document will only include essential information and summarize potential impacts and mitigation measures. The Section 4(f) Evaluation will be appended to the Short-Form EA.

Task 1 Form "C" Sponsor and Coordination Information

Introductory material for the EA Form "C" will be completed by URS, including the cover page, project location, airport sponsor information, and evaluation form preparer information.

Task 2 Proposed Development Action, Purpose & Need, and Alternatives

URS will provide a brief description of the Proposed Project Purpose, its purpose and need, and reasonable alternatives. URS will rely on previous BOCC and URS planning efforts related to the proposed terminal project to complete this task.

Task 2.1 Purpose and Need

A brief purpose and need statement will identify what problems or shortfalls will be alleviated by the proposed terminal improvements. The purpose and need and alternatives analysis will largely be derived from existing materials and studies, which include the updated Airport Master Plan, Conceptual Study for terminal improvements, and terminal design currently underway.

Task 2.2 Alternatives Analysis

This task will present a brief overview and discussion of reasonable alternatives to the proposed terminal improvements. Available data and concept studies will be relied upon to identify and evaluate reasonable alternatives.

Task 3 Affected Environment

Existing conditions in the project area will be documented in a brief description of natural features, existing development, and existing environmental resources. A map of the project area will be provided depicting the existing features in the project site.

Task 4 Environmental Consequences

This task will describe effort involved to document the environmental consequences of special impact categories as listed in the EA Form "C". This scope highlights the individual impact categories that are anticipated to require a moderate level of analyses, coordination, and/or discussion. Certain tasks that may be addressed with minor analysis and discussion are not addressed individually in this scope (i.e., land use, lighting, socioeconomic impacts), but are considered in the development of the fee estimate.

Task 4.1 *Department of Transportation Act Section 4(f)*

A potential indirect effect, or constructive use, is anticipated to Section 4(f) resources within the study area due to visual impacts. This includes the East Martello Tower National Register historic site and adjoining park property. Analysis of potential impacts to these DOT Section 4(f) (and potential Section 6(f) Land & Water Conservation Fund Lands) properties will be conducted as a part of the Section 4(f) Evaluation performed as part of Task 7 in this Scope of Services. The results of the Task 7 will be summarized in the EA and included in the appendix.

Task 4.2 *Historic, Architectural, Archaeological, and Cultural Resources*

This task will be completed pursuant to Section 106 of the *National Historic Preservation Act* of 1966, as amended, and its implementing regulations, 36 CFR 800: *Protection of Historic Properties*. The following task would be accomplished to facilitate FAA's and BOCC's consultation with the State Historic Preservation Officer offset the potential adverse effects. Since the Proposed Project would have an adverse visual effect (pursuant to 36 CFR 800.5) upon National Historic Property Register-listed resources, consultation will be entered into between the Board of County Commissioners, the FAA, the Florida SHPO, URS, and interested local parties to develop a plan to mitigate that effect upon the historic resource. This plan will be documented in a Memorandum of Agreement (MOA), which will specify the mitigation measures to be incorporated into the Proposed Project. For this Task, URS historians would attend one (1) meeting in Key West to review the project and mitigation measures with the FAA, BOCC, and SHPO.

Since there is low potential for archaeological sites listed in or eligible for the National Register within the project site, this Scope of Services does not include archaeological field work to identify previously unrecorded archaeological sites.

Task 4.3 *Other Impact Categories with No or Minimal Anticipated Impact*

The proposed terminal project is not anticipated to result in substantial environmental impacts to a number of special impact categories listed in FAA Order 5050.4A. Therefore, several of these impact categories will require minimal effort to discuss involvement or potential impact. Impact evaluation is anticipated to be addressed as follows:

- **Noise Analysis** – assumes no changes to flight patterns or runway use would take place and no increase in aircraft operations when compared to the No-Action Alternative. A noise analysis using the Area Equivalent Model (AEM) or Integrated Noise Model (INM) will not be conducted for baseline and future conditions.
- **Air Emissions Analysis** - assumes no induced activity, or change in runway use or aircraft delay associated with the terminal, therefore, air emissions associated with operations will not be modeled. Since the project area is attainment for all criteria air pollutants and operational thresholds are less than 1.3 million passengers and less than 180,000 general aviation operations forecast annually, no air quality analysis is needed and will not be prepared.

- **Water Quality / Floodplain / Cumulative Impacts** –potential involvement and/or impacts will be referenced and summarized from existing documentation developed for the terminalconceptual study and design projects (i.e., Major Conditional Use Permit).
- **Other Special Impact Categories** (as outlined in FAA Order 5050.4A) – For most impact categories, the potential impacts, or apparent lack thereof, will be addressed in a brief and concise manner, and would not require detailed analyses. Brief statements regarding ipotential impact, or lack thereof, will be provided as necessary.

Task 5 *Mitigation*

URS will recommend conceptual mitigation requirements, as needed, to minimize impacts resulting from the Proposed Project. It is anticipate that any mitigation results documented in the SHPO Memorandum of Agreement and the Section 4(f) Evaluation (Task 7) will be summarized as part of this Task.

Task 6 *Public Involvement*

A formal public participation program will not be implemented for this EA due to the nature of the proposed project and minimal potential for adverse environmental, social, and economic impact.

Task 7 *Department of Transportation Section 4(f) Evaluation*

As previously stated in the description of Task 4.2, it is anticipated that the proposed project would result in potential visual impacts to Section 4(f) resources adjacent to and including the East Martello Tower National Register historic site. A Section 4(f) Evaluation will be prepared as part of this task and appended to the EA as a technical supplement. Applicable reference material will be included as appendix material to the Section 4(f) Evaluation document. The Section 4(f) Evaluation will be delivered concurrently with the preliminary draft, draft, and final EA documents. The Section 4(f) Evaluation will include the following:

- Description of the affected resource and applicability of Section 4(f);
- Documentation of coordination with Monroe County to determine significance, primary use, impact, and mitigation;
- Description of avoidance alternatives; and,
- Description of measures to minimize harm

Task 8 Draft EA Report Preparation/Public Hearing

Task 8.1 Preliminary Draft EA

URS will document the results of the analyses in a Preliminary Draft EA (Form "C") to be submitted to the EYW and FAA for review and comment. This task includes document preparation and internal URS QA/QC reviews. Fifteen (15) copies of the PDEA document will be provided (10 BOCC, 3 FAA, 2 URS).

Task 8.2 Draft EA Preparation

BOCC and FAA will review the PDE document and provide comments to URS. The comments will be incorporated into a Draft EA document. URS will prepare up to forty (40) copies of the draft EA document for distribution (10 EYW, 5 FAA, 3 URS, and 22 copies for distribution to Federal, state and local agencies and the general public). URS will also prepare the draft EA document in electronic format (.pdf) for distribution.

URS will prepare a mailing list and a distribution letter on BOCC letterhead. URS will be responsible for reproduction and distribution of the letter and draft EA reports. URS will supervise the preparation of two (2) newspaper notices of availability which will be provided to the EYW for publication in local newspapers.

Task 8.3 Notice for Public Hearing (Task assumes no hearing held)

For this Task, public notification and involvement is assumed to be limited to the preparation and publication of notification materials that announce the availability of the Draft EA for public review and comment. Notification is proposed through the mailing of notification letters and the placement of two (2) legal advertisements in local newspapers of general circulation. URS will prepare a draft notification letter and basic text for newspaper advertisement. It is assumed that the preparation of large graphical display ads, flyers, newsletters, web pages, and post cards are beyond the scope of services. URS will be responsible for the administration and cost of mailing notification letters, the placement of advertisements in local newspapers and other media, and obtaining affidavits of publication.

The notification letter and advertisements will indicate that there would not be a public hearing unless requested by the public or agencies. Should a Public Hearing be requested, the FAA and BOCC shall consider whether a hearing is appropriate. If it is determined that a Public Hearing is appropriate, it would be detailed and conducted by URS as an Extra Service.

Task 9 Draft EA Comment Analysis

URS will compile comments received during the agency and public review process. Comments will be inventoried, reviewed, summarized, and responses will be prepared by URS as appropriate. The comments and responses will be organized into a format to be included within an appendix to the Final EA. URS will prepare responses to comments received from agency review of the draft EA and revise/edit the EA as appropriate. In cases where comment(s) require additional investigation and/or analyses not included in this Scope of Work and significantly beyond that contemplated and budgeted, the BOCC can authorize URS to conduct additional investigations or studies and the preparation of additional materials as an Extra Service.

Task 10 Final EA Report Preparation

Task 10.1 Preliminary Final EA

URS will update and revise the Draft EA document to convert it to preliminary final EA. Necessary revisions will be incorporated into the document. Fifteen (15) copies of the PFEA document will be provided (10 BOCC, 3 FAA, 2 URS).

Task 10.2 Final EA Preparation

EYW's and FAA's comments on the preliminary final EA will be incorporated into the final EA document. This task includes the technical specialist document preparation, word processing, and management Quality Assurance/Quality Control. Fifteen (15) copies of the Final EA document will be provided (10 BOCC, 3 FAA, 2 URS). URS shall also provide to the BOCC and FAA a copy of the Final EA document in electronic (PDF) format.

Task 11 Project Management

This task involves the contractual, costing, administrative and managerial activities necessary to implement and oversee the project. It includes the development of draft and final scopes of services and cost estimates, preparation and processing of contract documents, preparation of a project management plan, the routine coordination and management of the project, preparation of monthly project progress reports, meeting minutes preparation, subcontractor coordination, EYW and FAA coordination, and project management plan preparation and updates.

Key West International Airport EA - PASSENGER TERMINAL Project Cost Estimate: URS, Inc.

Date: April 5, 2005

Task	Description	Principal		Project Manager		Sr Planner/Eng		Proj Planner/Eng		H
		\$/hr	Cost	\$/hr	Cost	\$/hr	Cost	\$/hr	Cost	
		Hours		Hours		Hours		Hours		
Form "C" Sponsor and Coordination										
1	Information	0	\$0			0	\$0	0	\$0	
2	Proposed Development Action, Purpose & Need, Alternatives									
2.1	Purpose & Need	0	\$0			0	\$0	2	\$224	
2.2	Alternatives Analysis	0	\$0			0	\$0	4	\$448	
	Subtotal Task 2	0	\$0	0	\$0	0	\$0	6	\$672	
3	Affected Environment	0	\$0			0	\$0	4	\$448	
4	Environmental Consequences									
	Water Quality	0	\$0			1	\$135	2	\$224	
4.1	Section 4(f) Resources					2	\$224	2	\$224	
4.2	Historic/Archaeological Resources	2	\$350	2	\$224	2	\$270	56	\$6,272	
	Floodplains	0	\$0			0	\$0	4	\$448	
	Cumulative Impacts	0	\$0			1	\$135	2	\$224	
4.3	Other Impact Categories with No or Minimal Anticipated Impact	0	\$0			0	\$0	8	\$896	
	Subtotal Task 4	2	\$350	2	\$224	4	\$540	74	\$8,288	
5	Mitigation	0	\$0				\$0	2	\$224	
6	Public Involvement	0	\$0			0	\$0		\$0	
7	Section 4(f) Evaluation	2	\$350	2	\$224	8	\$1,080	24	\$2,688	
8	Draft EA Report Preparation/Public Hearing									
8.1	Preliminary Draft EA	2	\$350	1	\$112	2	\$270	4	\$448	
8.2	Draft EA Preparation	2	\$350	1	\$112	2	\$270	4	\$448	
8.3	Notice for Public Hearing	0	\$0	2	\$224	1	\$135	2	\$224	
	Subtotal Task 8	4	\$700	4	\$448	5	\$675	10	\$1,120	
9	Draft EA Comment Analysis	0	\$0	4	\$448	2	\$270	4	\$448	
10	Final EA Report Preparation									
10.1	Preliminary Final EA	2	\$350	1	\$112	2	\$270	4	\$448	
10.2	Final EA Preparation	2	\$350	1	\$112	1	\$135	2	\$224	
	Subtotal Task 10	4	\$700	2	\$224	3	\$405	6	\$672	
11	Project Management	4	\$700	16	\$1,792		\$0	0	\$0	
	Project Total	16	\$2,800	30	\$3,360	22	\$2,970	130	\$14,560	

Key West International Airport
EA for Passenger Terminal
EA Timeline of Activities

		April 2005	May 2005	June 2005	July 2005	August 2005	September 2005	October 2005	November 2005	December 2005	January 2006
1	Form "C" Sponsor and Coordination Information										
2	Proposed Development Action, Purpose & Need, Alternatives										
3	Affected Environment										
4	Environmental Consequences										
4.1	Water Quality										
4.2	Section 4(f) Resources										
4.3	Historic/Archaeological Resources										
4.4	Floodplains										
4.5	Cumulative Impacts										
4.6	Other Impact Categories with No or Minimal Anticipated Impact										
5	Mitigation										
6	Public Involvement										
7	Section 4(f) Evaluation										
8	Draft EA Report Preparation/Public Hearing										
8.1	Preliminary Draft EA										
8.2	Draft EA Preparation										
8.3	Notice for Public Hearing										
9	Draft EA Comment Analysis										
10	Final EA Report Preparation										
10.1	Preliminary Final EA										
10.2	Final EA Preparation										
11	Project Management										